

SECRET

CASH ACCOUNTING SERIES

GS-0530.00 - GS-0530.99

SERIES DEFINITION: Comprises positions the duties of which are to administer, supervise or perform clerical work involving receipt examination as to the transfer payment, accounting for, or other handling of cash payments.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0530.01	CASH ACCOUNTING CLERK	CASH ACCT CLERK
GS-0530.02	CASH ACCOUNTING CLERK (TYPING)	CASH ACCT CLERK (TYP)
GS-0530.06	CASH ACCOUNTING ASSISTANT (GS-07 through GS-09)	CASH ACCT ASST
GS-0530.07	CASH ACCOUNTING OFFICER (GS-10 and above)	CASH ACCT OF

VOUCHER EXAMINER SERIES

GS-0540.00 - GS-0540.99

SERIES DEFINITION: Comprises positions the duties of which are to administer, supervise or perform clerical work involved in the examination for accuracy, legality and compliance with pertinent regulations of vouchers, invoices, and related or similar papers serving as the basis for payment of debt owed by the Agency.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0540.01	VOUCHER EXAMINER (Through GS-06)	VOUCHER EXAMINER
GS-0540.02	VOUCHER EXAMINER SUPERVISOR (GS-07 and above)	VOUCHER EXAM SUP

TIME, LEAVE AND PAYROLL SERIES

GS-0544.00 - GS-0544.99

SERIES DEFINITION: Comprises positions the duties of which are to perform or supervise a combination of work involving the preparation of payroll and related schedules and reports; and installation, maintenance and review of time, leave and retirement records.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0544.01	TIME LEAVE AND PAYROLL CLERK (Through GS-06)	TIME LEAVE PAY CLK
GS-0544.02	TIME LEAVE AND PAYROLL SUPERVISOR (GS-07 and above)	TIME LEAVE PAY SUP

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BENEFIT PAYMENT SERIES

GS-0547.00 - GS-0547.99

SERIES DEFINITION: Comprises positions the duties of which are to administer, supervise, or perform work relative to the recording, controlling, and disbursement of funds from the Agency Retirement Program Fund. This includes (1) preparation, computation, verification, certification, of employee entitlements (in terms of employee and Agency contributions to the fund) for annuities, insurance benefits, similar gratuities and benefits, payable to the employee and/or beneficiaries; (2) the maintenance of administrative records and controls covering special withholdings, voluntary contributions, transferred accountings from CSC [REDACTED] etc., reinstatements, etc.; (3) the maintenance of records and controls on employee participants and drop participants, and special accountings required for those who enter and later are dropped for failure in continuing to qualify, to ensure coverage under one of the several government retirement systems.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0547.01	BENEFIT PAYMENT CLERK (Through GS-06)	BENEFIT PAY CLK
GS-0547.02	BENEFIT PAYMENT TECHNICIAN (GS-07 through GS-09)	BENEFIT PAY TECH
GS-0547.03	BENEFIT PAYMENT SUPERVISOR (GS-09 through GS-11)	BENEFIT PAY SUP

BUDGET ADMINISTRATION SERIES

GS-0560.00 - GS-0560.99

SERIES DEFINITION: Comprises positions the duties of which are to advise on, administer, supervise, or perform work involved in planning, establishing, presenting, determining, or evaluating budget estimates and justifications; supporting, defending, or giving testimony concerning budget estimates; planning, establishing, evaluating need for, or authorizing apportionments for allotments of appropriated funds by projects or organizational units; or planning, designing, installing and directing the operation of work reporting and budget control systems.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0560.01	BUDGET OFFICER (GS-10 and above)	BUDGET OFFICER
GS-0560.02	BUDGET ASSISTANT (GS-07 through GS-09)	BUDGET ASSISTANT
GS-0560.03	BUDGET PLANNING OFFICER	BUDGET PLANNING OF
GS-0560.04	COMPTROLLER	COMPTROLLER

TAX ACCOUNTING SERIES

GS-0592.00 - GS-0592.99

SERIES DEFINITION: Comprises positions the duties of which are to administer, supervise, or perform work involved in preparation and/or audit of tax returns to determine the income tax liability of taxpayers; to give technical advice on tax matters; and to determine taxable income, exemptions, and deductions.

<u>CODE</u>	<u>TITLE</u>	<u>ABBREVIATION</u>
GS-0592.01	TAX ACCOUNTANT	TAX ACCOUNTANT

1 April 1965

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